



To: U.S. Government Operated EMS Agencies and OMDs.

From: Michael D. Berg, Manager, Regulation and Compliance

Date: June 27, 2001 (Revised 7/29/04)

Re: Sample Federal EMS agency/Office of EMS Agreement Letter

The Office of EMS, in cooperation with several Federal EMS agency representatives, has developed a sample agreement form for use by Federal agencies. This agreement maintains a relationship with the Office of EMS that continues several key services many agencies have expressed interest in maintaining.

A Federal EMS agency submitting a signed form to the Office of EMS will continue to receive the services that the Office of EMS has provided them in the past, with the exception of EMS agency licensure. The agreement covers essential services such as the ability of an approved Operational Medical Director (OMD) to waive recertification exams and approve continuing education offerings. It also encourages participation in regional medication kit exchange programs.

Please review the enclosed sample agreement and determine if your Federal agency desires to participate in an agreement with the Office of EMS. If so, please submit an original form, signed by the appropriate official of your agency or base.

Please submit signed forms and direct all questions and/or concerns to Michael Berg, Manager, Regulation and Compliance at Michael.Berg@vdh.virginia.gov or call me at 800-523-6019, extension 7615.

SAMPLE

Subject: Office of Emergency Medical Services (EMS) Affiliation

1. Purpose: This agreement is established to define the responsibilities and guidelines between the Name of Federal Agency/Government Agency and the Virginia Office of EMS for affiliated agency status.
2. Reference:
 - a. Virginia EMS Regulations
 - b. Letters to Federal EMS Agencies dated march 26, 2001
 - c. Letter to Federal EMS Agencies dated April 11, 2001
3. Responsibilities:
 - a. The Office of EMS will:
 1. Provide technical support and guidance to Name of Federal Agency/Government Agency.
 2. Authorize the Operational Medical Director (OMD) Name of Federal Agency/Government Agency 's the option to waive re-certification examination requirements. (Provided the OMD and technician meet established standards.)
 3. Authorize course approval request forms for Office of EMS certification courses and all continuing education course announcements awarding Category 1 and 2 credit hours approved by the agency's OMD.
 4. Provide Pre Hospital Patient Care Record (PPCR) forms as reasonably requested.
 5. Continue to maintain the agency on the Office of EMS mailing lists.
 6. Allow Name of Federal Agency/Government Agency to participate in appropriate medication kit exchange programs.
 - b. The Name of Federal Agency/Government Agency will:
 1. Comply with all Virginia Rules and Regulations governing EMS.
 2. Identify a representative to coordinate and monitor the agency's EMS programs.
 3. Adhere to regional EMS council patient care protocols, policies, and procedures.
 4. Effective Period: This agreement will be effective upon signature of both parties and remain in effect indefinitely. Changes and/or cancellations must be submitted ninety (90) days prior to effective date of requested change or cancellation.

Name of Agency Representative
Federal EMS Agency

Date: _____

Gary R. Brown, Director
Office of EMS

Date: _____

SAMPLE